



PUBLIC NOTICE

Administration and Personnel Meeting

Thursday, September 03, 2026 at 6:00 PM

City Hall Council Chambers, 410 E Leffler St, Dodgeville,

WI

AGENDA

I. CALL TO ORDER AND ROLL CALL

II. APPROVAL OF MINUTES

1. Approval of the minutes from April 27, 2026

III. OLD BUSINESS

IV. NEW BUSINESS

2. Discussion of Dodgeville Police Department hiring process
3. Discussion and possible action regarding outsourcing or contracting for Human Resources services and functions for the City of Dodgeville.
4. Review, discussion, and possible action regarding the City of Dodgeville organizational chart, including organizational structure, reporting relationships, roles, and responsibilities.
5. Review, discussion, and possible recommendation regarding employee benefit costs and employer/employee cost-sharing for the 2027 budget year.
6. Review, discussion, and possible recommendation regarding a 2027 cost-of-living adjustment (COLA) for City employees.

V. CLOSED SESSION - Pursuant to Wis. Stat. Sec. 19.85 (1)(c) for employment, promotion, compensation, or performance evaluation data of any City employee, for the purpose of:

7. Adjourn to Closed Session - Pursuant to Wis. Stat. Sec. 19.85(1)(c) for employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of:
Discussion of performance and compensation for parks and recreation director, parks and cemetery foreman, and streets foreman.

VI. OPEN SESSION

8. Reconvene to Open Session
9. Any Action Needed as a Result of Closed Session

VII. ADJOURN

10. Motion to Adjourn

Any person who has a qualifying disability, as defined by the Americans with Disabilities Act, that requires the meeting or material at the meeting to be in an accessible location or format, must contact the City Clerk at the address listed above or call 930-5228, prior to the meeting so that any necessary arrangements can be made to accommodate each request.

PUBLIC NOTICE**Administration and Personnel Meeting****Monday, April 27, 2026 at 5:30 PM****City Hall Council Chambers, 410 E Leffler St, Dodgeville,****WI****AGENDA****I. CALL TO ORDER AND ROLL CALL**

Meeting called to order at 5:37 PM; Present at the meeting was DeVoss, Reynolds-Lair, Johnson, and Sersch. Also present was Mayor Hottmann and Attorney Hagen

II. APPROVAL OF MINUTES

1. Approval of March 23, 2026 meeting minutes

Motion to approve by DeVoss. Seconded by Reynolds-Lair. Motion carried 4-0

III. OLD BUSINESS**IV. NEW BUSINESS**

2. Review job description for City Administrator role provided by Public Administration Associates LLC and make a recommendation to council on the same.

Motion by Reynolds-Lair, second by DeVoss, to table action on recommendation of the City Administrator job description until related ordinance language is reviewed and considered concurrently. Voice vote. Motion carried 4-0.

3. Review ordinance for City Administrator role provided by Public Administration Associates LLC and make a recommendation to council on the same

Motion by Reynolds-Lair, second by Johnson, to recommend Common Council approval of the proposed ordinance amendments related to the City Administrator position, incorporating revisions discussed by the Committee and contingent upon final committee review of the amended ordinance draft. Voice vote. Motion carried 4-0.

Motion by Reynolds-Lair, second by DeVoss, to remove the proposed City Administrator job description from the table and recommend Common Council approval of the revised job description, contingent upon final committee review of the revised draft. Voice vote. Motion carried 4-0.

4. Discussion of employee handbook as it relates to City Administrator role.

Motion by DeVoss, second by Reynolds-Lair, to table further discussion on Personnel Handbook revisions until the next regularly scheduled Administration & Personnel Committee meeting. Motion carried by voice vote 4-0.

V. CLOSED SESSION

5. Adjourn to Closed Session - Pursuant to Wis. Stat. Sec. 19.85(1)(c) for employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of: Discussion of performance and compensation for Parks Foreman and Cemetery Foreman. Roll call vote. Motion carried 4-0.

VI. OPEN SESSION

6. Reconvene to Open Session
Motion by DeVoss, second by Johnson, to reconvene in Open Session. Motion carried.
7. Any Action Needed as a Result of Closed Session

VII. ADJOURN

8. Motion to Adjourn
Motion by Johnson, second by Reynolds-Lair, to adjourn the meeting. Motion carried. Meeting adjourned at 7:37 PM

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Sun Prairie, WI 53590

608.218.4643

www.mead-consulting.com



Statement of Work – HR Services

Purchaser:	City of Dodgeville
Date:	February 23, 2026
Bill to Contact:	Barry Hottmann
Bill to Address:	410 E Leffler St Dodgeville, WI 533533
Rate:	\$175 Hourly
Terms of Payment:	Within 15 calendar days of receipt of invoice
Invoicing:	Monthly

BY: Jennifer Mead
Mead Consulting, Inc.

Date: _____

BY: Barry Hottmann
City of Dodgeville

Date: _____

Sun Prairie, WI 53590

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Schedule of Rates

Human Resource Consulting services are billed at \$175/hour, in quarter hour increments. Project estimates are listed below.

Project Description	Project Estimate	Cost Estimate
Benefits Administration	Administrative services expected to incur up to 5 billable hours per month	\$875.00
Foundational HR review	Project expected to incur up to 8 billable hours	\$1,400.00
Employee Handbook review	Project expected to incur up to 10 billable hours	\$1,750.00
Ongoing Ad-hoc Services, as needed	Ad-hoc services will not exceed 20 billable hours per month without advance approval from an authorized representative of company	As Needed and Upon Request by Client

Services to be provided:

Under this contract, Mead Consulting will provide Human Resources consulting services, which will include:

- Ongoing administration for employee benefits to include processing enrollments, changes and terminations, answering employee benefit plan questions/assist employees with plan issues, conduct new hire benefits orientation, conduct annual open enrollment, work with brokers to renew plans annually.
- Review existing employee handbook; update to satisfy current regulatory and best practices;
- Review existing HR policies, procedures, documents and protocols; update as needed to satisfy current regulatory requirements and best practices.

Under this contract, Mead Consulting may also provide Human Resources consulting services, which will include:

- Perform ad-hoc HR related projects as needed and as requested by client;

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- Keep client abreast of changes in regulatory requirements that may impact their business operations and staffing.

Payment terms and conditions:

Mead Consulting, Inc. ("Mead Consulting") will invoice The City of Dodgeville ("Client") monthly for services rendered and any pre-approved expenses. Invoices will be considered submitted when emailed to Barry Hottmann at barry.hottmann@dodgevillewi.gov.

All employment related Human Resources work performed on behalf of client will be billed at the outlined hourly rate. Client will be billed for actual hours worked. The hourly rate will apply to all HR Operational work, including on-site work and project work. Client will be invoiced monthly following services rendered. Invoices are payable net 15.

Amendments to Statement of Work:

This Statement of Work may be amended upon mutual agreement and confirmed via email communication. Documentation shall include the date changes will take effect. Email approval of changes by both parties is acceptable.

Engagement-related Expenses:

Mead Consulting is responsible for expenses related to travel to Client site. Client and Mead Consulting may mutually agree to reimbursable expenses subject to the Client's pre-approval on a per case basis.

Client does not anticipate that Mead Consulting will be required to travel on behalf of the Client during the engagement. However, should Client need Mead Consulting to travel for the performance of above services, Client shall pay for or reimburse Mead Consulting for travel expenses and will remunerate Mead Consulting for travel time at the quoted bill rate.

Professional Services Agreement:

Client owns all work product and deliverables resulting from engaging Mead Consulting. Mead Consulting will not disclose any company, employee or applicant information as a result of contracted business. All information obtained through this contract will remain confidential.

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608.217.9131

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Bio of Jennifer Mead, MSM, PHR



Jennifer A. Mead, PHR owns and operates Mead Consulting, Inc. Jennifer has more than 20 years of diverse business experience in both large and small companies. Her expertise includes human resources management, customer service management, and process improvement. She now shares her experience and expertise with companies that are focused on business success and understand the value of applying specific expertise to specific challenges.

Jennifer holds a Master's degree in Management and has attended the University of Wisconsin – Whitewater, Cardinal Stritch University and Madison Area Technical College. She is certified as a Professional in Human Resources Management by the Human Resources Certification Institute.

Jennifer belongs to several professional organizations including SHRM – state and national. Jennifer serves on boards for several local non-profit organizations...

